



MY NEXT MOVE

Medical Records & Health Information Technicians

Also called: Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager

What they do:

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

On the job, you would:

- Protect the security of medical records to ensure that confidentiality is maintained.
- Review records for completeness, accuracy and compliance with regulations.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.

KNOWLEDGE

Business

- administrative services
- customer service

Arts and Humanities

- English language

Engineering and Technology

- computers and electronics

SKILLS

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

ABILITIES

Verbal

- communicate by speaking
- listen and understand what people say

Ideas and Logic

- order or arrange things
- group things in different ways

PERSONALITY

People interested in this work like activities that include **data, detail**, and regular routines.

They do well at jobs that need:

- **Attention to Detail**
- **Integrity**
- **Dependability**
- **Independence**
- **Cooperation**
- **Adaptability/Flexibility**

TECHNOLOGY

You might use software like this on the job:

Medical software

- eClinicalWorks software
- Electronic medical record EMR software

Data base user interface and query software

- EAD Systems software
- Microsoft Access

Document management software

- Fox Meadows Accent Data Manager
- Hyland Software OnBase

EDUCATION



**high school diploma or
some college**
usually needed

JOB OUTLOOK

New job opportunities are **very likely** in the future.



SALARY:

\$31,290

per year, on average

EXPLORE MORE

- [Correspondence Clerks](#)
- [Insurance Claims Clerks](#)
- [Office Clerks, General](#)
- [Pharmacy Technicians](#)
- [Procurement Clerks](#)

You might like a career in one of these industries:

- [Health & Counseling](#)

Send comments or questions to [O*NET Info \(onet@onetcenter.org\)](mailto:onet@onetcenter.org).